

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/8/16



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☒ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☐ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
 This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 11/1/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
Title: Executive Director

Subject: Theodora Weatherwax CSA for Beading/Parent Involvement

Description: Matthew Johnson, Director of Alternative Education, is requesting the approval of a CSA for Theodora Weatherwax to instruct a weekly beading instructional activity for parents and students. The activity is designed to increase parents/student involvement and is being paid for out of the 21st Century Learning Grant through OPI.

✚ Theodora Weatherwax, \$18 per hour X 1 hour X 27 weeks=\$486.00 (+ 18% fringe = \$573.00)

Financial Impact: \$573.00

Funding Source (Budget/grant, etc.): 115.68.434.1700.112.417

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-3200

Date: November 8, 2016

Board Approval: _____

Contractor: Theodora Weatherwax

Phone: 338-7554

Address: Box 1018 Browning MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide 1 hour after school beading activities for parents and students through the 21st Community Learning Grant as a parent involvement activity.
Contractor will keep a sign in sheet of attendees and complete biweekly timesheets to document the hours of instruction.

Contracted Dates: 11/9/2016 - 6/9/2017

Rate per hour/per day: \$18 per hour X 1 X 27 weeks = \$486.00

Per Diem/per day: _____ x _____ # of Days = N/A

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = \$ 486.00

Contract to be paid from:

115.68.434.1700.112.417

Independent Contractor:

☐ Submit invoice on completion

☐ Other _____

Employee:

☒ Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

Contractor's Signature

Billie Jo Juneau
Principal/Supervisor

SSN/Federal ID Number/EIN

Superintendent

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White – Contractor

Yellow – Business Office